

**REQUEST FOR PUBLIC RECORDS**

NAME \_\_\_\_\_

Address (Mailing): \_\_\_\_\_

Phone Number (Day Time): \_\_\_\_\_

Describe items requested to be inspected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting copies? Yes \_\_\_\_\_ No \_\_\_\_\_ I don't know yet \_\_\_\_\_

**Requests for copies of more than 10 pages will be charged \$.07 per page. If you wish to have a copy of a tape or video, you must provide a tape and pay a \$2.00 fee for copying. If you are requesting copies of photographs, charts or other items, you will be provided with an estimated cost of reproducing such items. You will be charged with the actual labor cost associated with locating and copying documents if: (i) The request is for more than one hundred (100) pages of paper records; or (ii) the request includes records from which nonpublic information must be deleted; or (iii) the actual labor associated with locating and copying documents for a request exceeds two (2) person hours. All costs must be prepaid.**

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

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Attorney reviewing request: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Restrictions: \_\_\_\_\_

Reasons for Denial or Restriction:

- ( ) Idaho Code §74-115(3) - The records are sought to supplement, augment, substitute or supplant discovery procedures in any federal, civil, or administrative proceedings.
- ( ) Idaho Code §74-115(3) - The records sought are prosecution case files where such material has previously been provided to the defendant.
- ( ) Idaho Code §74-124(1) - The records sought are investigatory records compiled for law enforcement purposes by a law enforcement agency and disclosure would:
  - ( ) Interfere with enforcement proceedings
  - ( ) Deprive a person of a right to a fair trial or an impartial adjudication
  - ( ) Constitute an unwarranted invasion of personal privacy
  - ( ) Disclose the identity of a confidential source and, in the case of a record compiled by a criminal law enforcement agency in the course of a criminal investigation, confidential information furnished only by the confidential source
  - ( ) Disclose investigative techniques and procedures
  - ( ) Endanger the life or physical safety of law enforcement personnel.
- ( ) Other \_\_\_\_\_

**If your request for inspection has been denied or partially denied, your sole remedy is to institute proceedings in the District Court, in Bingham County, following the procedures set forth in Idaho Code §9-343. The petition contesting the decision must be filed within one hundred eighty (180) calendar days from the date of mailing of this response to your request for inspection of records.**